Technical Notes on CY2015 HUD-52723 and HUD-52722 PHA Tools
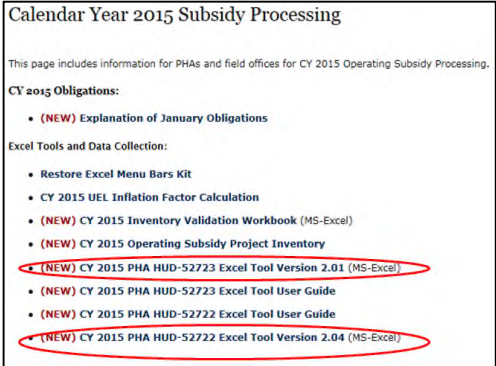
#	Error(s)	Solution
	Initial Approach for all error messages on the 52722 and 52723 tools	Delete all previously downloaded versions of the Tools. Download newest (currently posted) version of the Tool (52723 v2.01 and 52722 v2.04) and set it up according to the user guide. If this does not address the issues the user is experiencing, then the user should follow the instructions detailed below associated with the specific error messages being received. If the user's problems persist, the user should email FMDSupport@hud.gov. HUD will close the FMD support mailbox when the number of issues diminishes, which we hope to occur based upon this release of technical notes. If the user receives an auto response from the FMD support mailbox that the mailbox has been closed, the user will be directed to contact their Field Office, which is the normal process that is used to support the tools.
1	Runtime Error "438"	Follow instructions on Page 5.
2	Runtime Error "32809"	Delete all previously downloaded versions of the Tools and download the latest Versions of the Tools, available at the following link: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2015
3	"Compile Error"	Delete all previously downloaded versions of the Tools and download the latest Versions of the Tools, available at the following link: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2015

4	Runtime Error "57121"	Delete all previously downloaded versions of the Tools and download the latest Versions of the Tools, available at the following link: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2015

Calendar Year 2015 Subsidy Processing

This page includes information for PHAs and field offices for CY 2015 Operating Subsidy Processing.

CY 2015 Obligations:

- (NEW) Explanation of January Obligations

Excel Tools and Data Collection:

- Restore Excel Menu Bars Kit
- CY 2015 UEL Inflation Factor Calculation
- (NEW) CY 2015 Inventory Validation Workbook (MS-Excel)
- (NEW) CY 2015 Operating Subsidy Project Inventory
- (NEW) CY 2015 PHA HUD-52723 Excel Tool Version 2.01 (MS-Excel)
- (NEW) CY 2015 PHA HUD-52723 Excel Tool User Guide
- (NEW) CY 2015 PHA HUD-52722 Excel Tool User Guide
- (NEW) CY 2015 PHA HUD-52722 Excel Tool Version 2.04 (MS-Excel)

5	Runtime Error "91"	Before opening the Tools, user must ensure that they are saved to a location on the computer and the MS Excel "Trust Center" settings are enabled as per the instructions in Section 3 of the CY 2015 PHA HUD-52723 Excel Tool User Guide posted on the web. In addition, user must follow the 2 screenshots below to ensure that all features in 'Macro Settings' and "ActiveX Settings" under the 'Trust Center' Settings are enabled.

Trust Center

Trusted Publishers
Trusted Locations
Trusted Documents
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
External Content
File Block Settings
Privacy Options

Macro Settings

- Disable all macros without notification
- Disable all macros with notification
- Disable all macros except digitally signed macros
- ● Enable all macros (not recommended; potentially dangerous code can run)

Developer Macro Settings

- ☑ Trust access to the VBA project object model

Trust Center

Trusted Publishers
Trusted Locations
Trusted Documents
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
External Content
File Block Settings
Privacy Options

ActiveX Settings for all Office Applications

- Disable all controls without notification
- Prompt me before enabling Unsafe for Initialization (UFI) controls with additional restrictions and Safe for Initialization (SFI) controls with minimal restrictions
- Prompt me before enabling all controls with minimal restrictions
- ● Enable all controls without restrictions and without prompting (not recommended; potentially dangerous controls can run)

☑ Safe mode (helps limit the control's access to your computer)

If the user still gets an error, it is because the system does not trust the file location from where the file is opened the first time. In this case the user must close the file without saving and re-open the file.

6	Runtime Error "1004"	Before opening the Tools, user must ensure that they are saved to a location on the computer and the MS Excel "Trust Center" settings are enabled as per the instructions in Section 3 of the CY 2015 PHA HUD-52723 Excel Tool User Guide posted on the web. In addition, user must follow the 2 screenshots below to ensure that all features in 'Macro Settings' and "ActiveX Settings" under the 'Trust Center' Settings are enabled.
		If the user still gets an error, it is because the system does not trust the file location from where the file is opened the first time. In this case the user must close the file <u>without saving</u> and re-open the file.
7	Compile error: "The code in this project must be updated for use in 64-bit system…"	The fix for this error is being researched, so until then the user must try to use a machine with 32-bit operating system.

|		
8	Rolling Base Data not pre-populating	Please note that some projects do not have pre-populated Rolling Base data loaded in the HUD 52722. As part of the CY 2014 QC process it was found that the UEL reported in the CY 2014 HUD-52722 and HUD-52723 did not match. Since the UEL for both tools should be identical, this spoke to a potential issue with the 52722 data. Since, normally, the rolling based data from the prior year's 52722 is used to pre-populate the following year's 52722; because of concerns with the data HUD did not prepopulate the rolling base because of potential issues with the data. Thus, in 2015 the PHA is required to enter rolling base data for any 52722 that does not have pre-populated rolling base data. Please follow the user guide to complete the CY 2015 PHA HUD-52722 Excel Tool.
9	Any of the above errors persisting on a 64-bit operating system e.g. Runtime error "438" on a 64 Bit Machine and the error is not resolved by using the workaround.	The fix is being researched but until then the user must try to use a machine with 32-bit operating system.
10	User with 64-bit operating system and MS Excel 2013, unable to enter data in editable (yellow) cells.	The fix is being researched but until then the user must try to use a machine with 32-bit operating system.

Workaround for Runtime Error "438"

Follow the steps below if you are experiencing runtime error "438" when using CY 2015 HUD-52723 or HUD-52722 PHA Excel Tools. The errors are caused by a Microsoft security update that was released in early December 2014. The steps below provide an interim solution to the PHA users to continue to use HUD PHA Excel Tools, while Microsoft finds a global solution.

1. Close all Microsoft (MS) Office applications. This includes: MS Word, MS Excel, MS Access, MS PowerPoint, and MS Outlook.

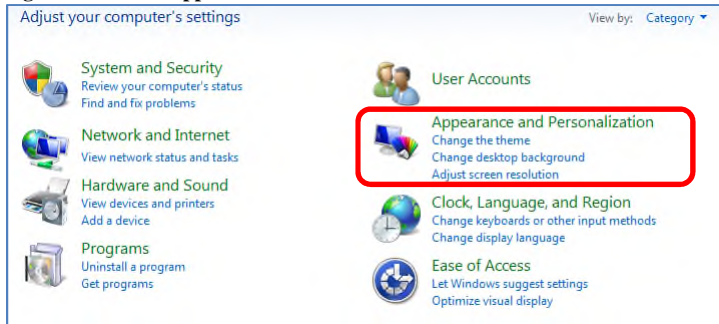2. Enable or allow Windows search to show hidden or system files.

    Click on "Control Panel"
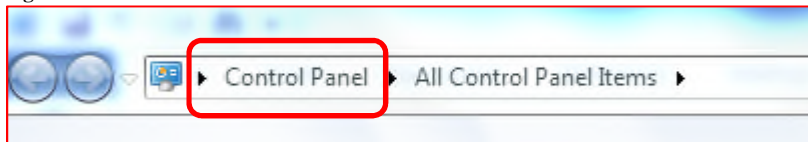
    Figure 2.1: Control Panel
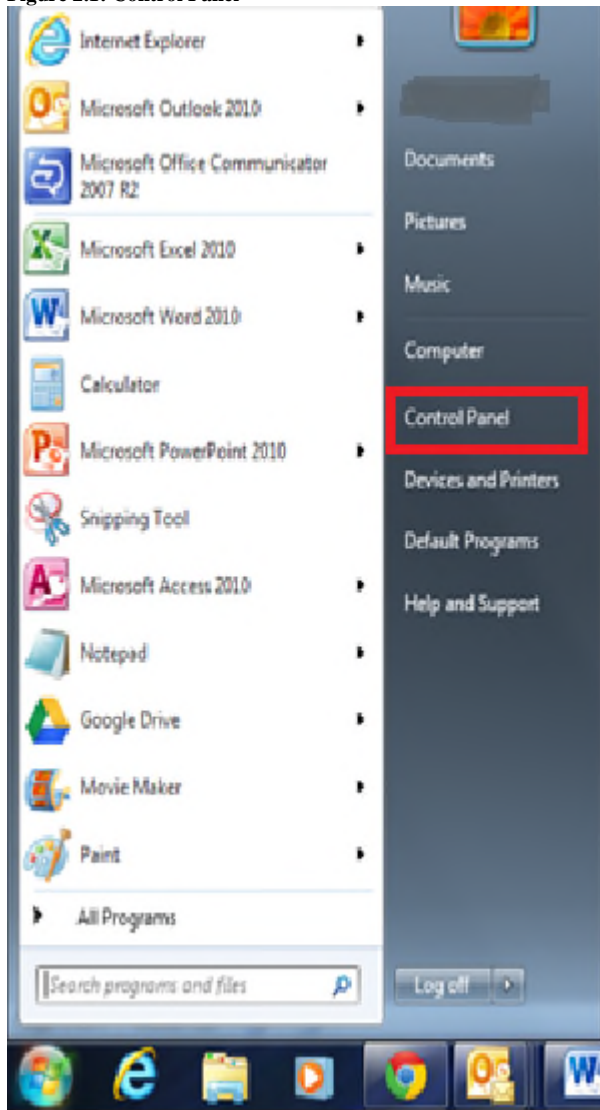
Click on "Appearances and Personalization".

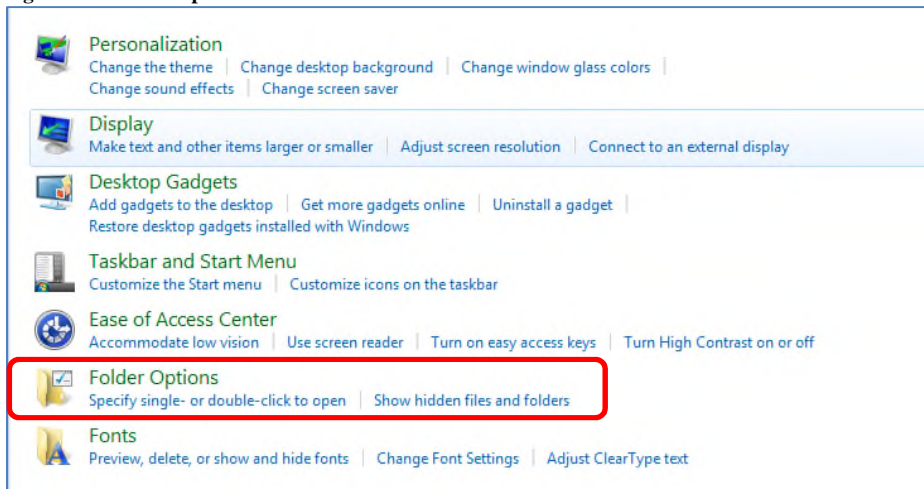**Figure 2.2: Select Appearances and Personalization**

If the above screen does not show when you click on "Control Panel", click on "Control Panel" in the address bar at the top.
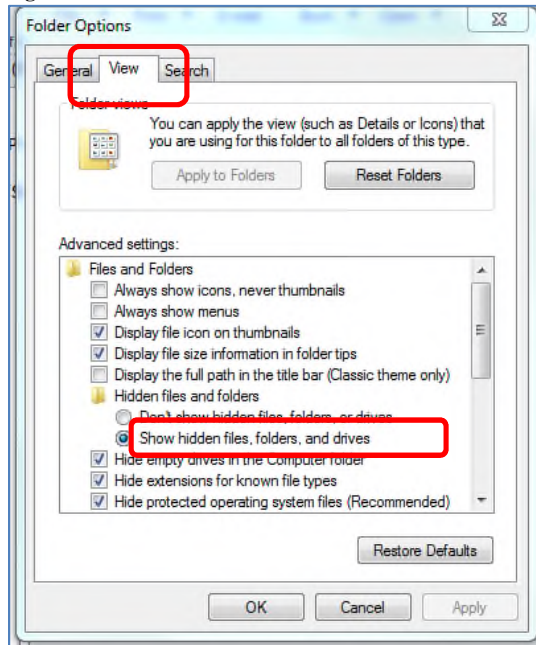
Figure 2.3: Address Bar

Select "Folder Options".

Figure 2.4: Folder Options

Click on "View" tab. Select "Show hidden files, folders, and drives" radio button.

Figure 2.4: Show Hidden Files

3. Open Windows Explorer. You can launch Windows Explorer by clicking on the "Folder" icon on the Windows Task Bar.
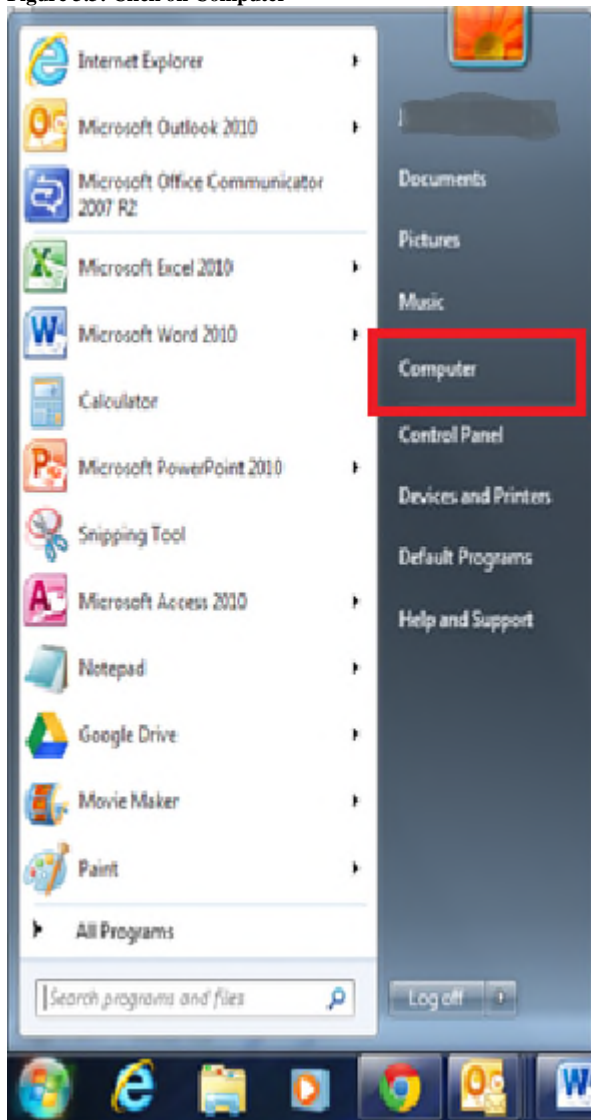
Figure 3.1: Windows Task Bar

Alternatively, click on "Start" button and then click on "Computer".

Figure 3.2: Windows Start Button

7

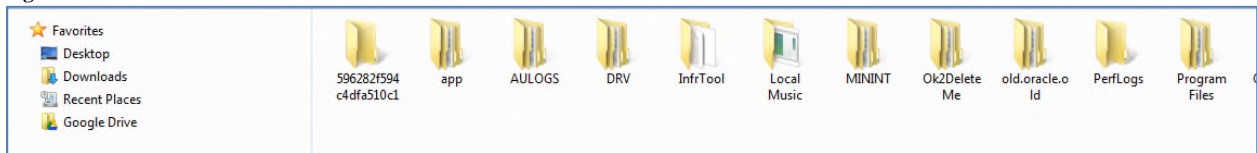**Figure 3.3: Click on Computer**

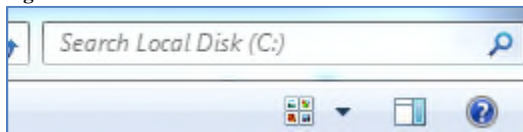4. Double click on "Local Disk (C:)"

Figure 4.1: Local Disk

Folders on your local disk shall appear.

Figure 4.2: Local Disk File Folders

5. In the search box on the right hand top corner, type in "*.exd"
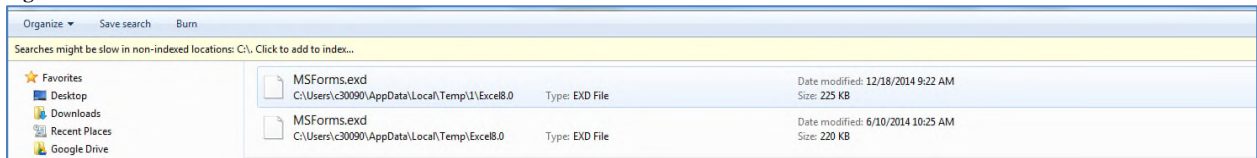
Figure 5.1: Windows Search Box

Windows will start searching for files with the *.exd extension. You should see the following two files, at a minimum:

C:\users*username*\AppData\Local\Temp\Excel8.0\MSForms.exd
C:\users*username*\AppData\Local\Temp\VBE\MSForms.exd

Figure 5.2: Search Results

6. Holding the "Shift" key down, click on both *.exd files. This should highlight the selected files.

Figure 6.1: Select .exd Files
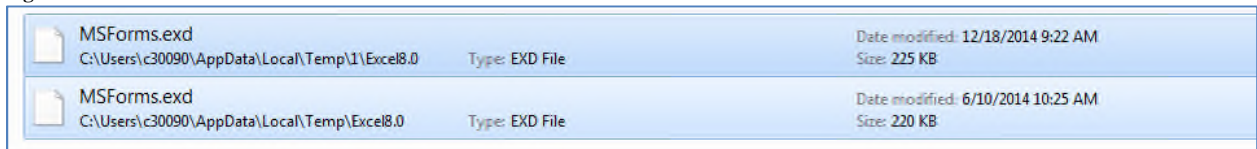
7. Hit "Delete" button to delete the selected files. Click "Yes" when you are prompted to confirm deletion.

Figure 7.1: Delete Selected Files
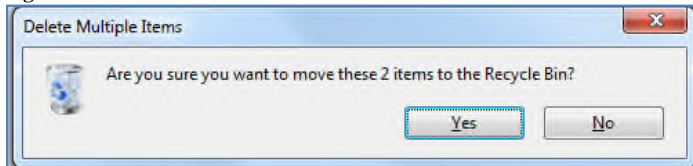
Your screen will show "No items match your search" once the files are deleted.

Figure 7.2: Files Deleted

8. **Restart the computer**. Click on "Start" button. Click on "Log off" and then "Restart". Then, launch HUD-52723 or HUD-52722 Excel Tool.

In addition to the User Guides for the CY 2015 HUD-52723 & 52722 Op Sub Excel Tools, PHAs should note the following while completing their submissions:

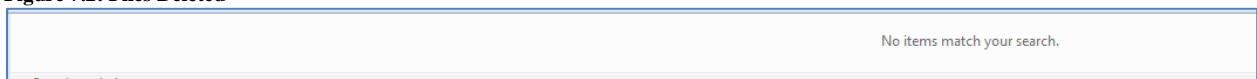| Description	Course of Action
Version 23.NP.1.0 of the 52723 Tool and **Version 22.NP.1.0** of the 52722 Tool includes blank records for 48 new projects, not included in the initial prepopulated 52723 data for CY 2015. That list of projects is found in Appendix A.	Complete and submit 52723 and 52722 data to the Field Office, as necessary. Where a 52722 is unnecessary for a given project, ensure that the Field Office is informed. **The Due Date for Submission of the New Project Tools to the Field Office is February 20, 2015**
Version 2.03 of the 52723 Tool and **Version 2.06** of the 52722 Tool include blank records for 4 projects where the original PEL was missing or has subsequently been revised. That list of projects is found in Appendix B.	Complete and submit 52723 and 52722 data to the Field Office, as necessary. Where a 52722 is unnecessary for a given project, ensure that the Field Office is informed.
Version 2.4 of the 52723Tool includes blank records for 15 new projects, not included in the initial prepopulated 52723 data for CY 2015. Corresponding 52722 Tool is version 2.7. The list of projects is found in Appendix C.	Complete and submit 52723 and 52722 data to the Field Office, as necessary. Where a 52722 is unnecessary for a given project, ensure that the Field Office is informed.
Version 2.5 of the 52723Tool includes 95 AMPs where Stop Loss changes were made for CY 2015. There is no corresponding 52722 Tool since the Stop Loss changes impact form 52723 only. The list of projects is found in Appendix D.	Complete and submit for any Stop Loss affected AMPs.

Reminder: The HUD-52723 and HUD-52722 Excel Tools are **NOT** connected functionally. Users should ensure that data required on one form is manually transferred to the other form, as necessary. Eligible Unit Months from the HUD-52723 **MUST** be entered on Line 25 in the HUD-52722 UEL Excel Tool (refer to Section-5.1 of the 2015 UEL Excel Tool User guide). Similarly, PUM Utility Expense Level (UEL) from the HUD-52722 **MUST** be entered on HUD-52723, Section 3, Part A, Line 05 (refer to Section-5.2 of the 2015 PHA HUD-52723 Excel Tool User guide).

APPENDIX A

List of 48 projects included in Version 23.NP.1.0 of the HUD-52723 PHA Excel Tool and Version 22.NP.1.0 of the HUD-52722 PHA Excel Tool

#	PHA Code	PHA Name	PPN
1	AL005	Phoenix City HA	AL005000018
2	AL190	Housing Authority of Greene County, Al	AL190000004
3	FL003	Tampa Housing Authority	FL003000043
4	FL005	Miami Dade Housing	FL005000848
5	FL005	Miami Dade Housing	FL005000849
6	FL005	Miami Dade Housing	FL005000850
7	FL005	Miami Dade Housing	FL005000851

8	FL005	Miami Dade Housing	FL005000852
9	FL021	Pahokee Housing Authority	FL021000004
10	FL062	Pinellas County Housing Authority	FL062000011
11	IN003	Fort Wayne	IN003000008
12	LA004	Housing Authority of Lake Charles	LA004000006
13	MI001	Detroit Housing Commission	MI001000081
14	MN003	HRA of Duluth	MN003000014
15	MO009	City of Jefferson City	MO009000002
16	MS004	Meridian HA	MS004000021
17	MS103	Jackson Housing Authority	MS103000003
18	NC003	Charlotte HA	NC003000063
19	NC003	Charlotte	NC003000064
20	NC003	Charlotte	NC003000065
21	NC009	Fayetteville Metropolitan Housing Authority	NC009000024
22	NC012	Housing Authority of the City Winston-Salem	NC012000037
23	NJ008	Long Branch Housing Authority	NJ008000015
24	NJ008	Long Branch Housing Authority	NJ008000017
25	NJ008	Long Branch Housing Authority	NJ008000018
26	NJ021	Paterson Housing Authority	NJ021000021
27	OH003	Cuyahoga MHA	OH003000128
28	OH003	Cuyahoga MHA	OH003000129
29	OH003	Cuyahoga MHA	OH003000131
30	OH003	Cuyahoga MHA	OH003000132
31	OH003	Cuyahoga MHA	OH003000932
32	OH005	Dayton MHA	OH005000014
33	OH008	Trumbull MHA	OH008021000
34	RI005	Newport HA	RI005000013
35	TN001	MEMPHIS HOUSING AUTHORITY	TN001000072
36	TX006	San Antonio	TX006000056
37	TX065	Harlingen Housing authority	TX065000050
38	VA007	Richmond Redevelopment and Housing Authority	VA007000017
39	VA007	Richmond Redevelopment and Housing Authority	VA007000036
40	WI021	Brillion Hsg Auth	WI021000002
41	WI031	Wausau HA	WI031000003
42	WI064	Beloit Hsg Auth	WI064000005
43	WI064	Beloit Hsg Auth	WI064000006
44	WI064	Beloit Hsg Auth	WI064000007
45	WI065	Appleton Hsg Auth	WI065000016
46	WI065	Appleton Hsg Auth	WI065000017
47	WI113	Housing Authority of the City of Oshkosh, Wi	WI113000006
48	WI113	Oshkosh Housing Auth	WI113000007

APPENDIX B

List of 4 projects included in Version 2.03 of the HUD-52723 PHA Excel Tool and Version 2.06 of the HUD-52722 PHA Excel Tool

#	PHA Code	PHA Name	PPN
1	IA020	Des Moines Municipal Housing Agency	IA020000005
2	FL005	Miami Dade Public Housing And Community Dev	FL005000835
3	MI001	Detroit Housing Commission	MI001000081
4	NJ092	Morris County Housing Authority	NJ092000001

APPENDIX C

List of 15 projects included in Version 2.4 of the HUD-52723 PHA Excel Tool and Version 2.7 of the HUD-52722 PHA Excel Tool.

#	PHA Code	PHA Name	PPN
1	CT007	Housing Authority of the City of Stamford	CT007000009
2	FL005	MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEV	FL005000853
3	FL005	MIAMI DADE PUBLIC HOUSING AND COMMUNITY DEV	FL005000854
4	FL009	WEST PALM BEACH HOUSING AUTHORITY	FL009000056
5	FL075	CLEARWATER HOUSING AUTHORITY	FL075000007
6	GA003	Housing Authority of the City of Athens	GA003000015
7	NC001	Housing Authority of the City of Wilmington	NC001000021
8	NC004	Housing Authority of the City of Kinston	NC004000009
9	NE003	Hall County Housing Authority	NE003000003
10	NY002	Buffalo Municipal Housing Authority	NY002000046
11	OH021	Springfield Metropolitan Housing Authority	OH021020000
12	OH025	LAKE METROPOLITAN HOUSING AUTHORITY	OH025000002
13	SC003	HOUSING AUTHORITY OF SPARTANBURG	SC003000180
14	TN001	Memphis Housing Authority	TN001000075
15	TX006	San Antonio Housing Authority	TX006000055

APPENDIX D

List of 95 projects included in Version 2.5 of the HUD-52723 PHA Excel Tool only published for Stop Loss related AMPs.

#	PHA Code	PHA Name	PPN
1	AL001	Housing Authority of the Birmingham District	AL001000042
2	AL001	Housing Authority of the Birmingham District	AL001000043
3	AL054	FLORENCE H/A	AL054000005

4	AL058	Winfield Housing Authority	AL058000005
5	CA001	Housing Authority of the City & County of SF	CA001000960
6	CA001	Housing Authority of the City & County of SF	CA001000961
7	CA001	Housing Authority of the City & County of SF	CA001000962
8	CA001	Housing Authority of the City & County of SF	CA001000963
9	CA001	Housing Authority of the City & County of SF	CA001000966
10	CA001	Housing Authority of the City & County of SF	CA001000967
11	CA001	Housing Authority of the City & County of SF	CA001000968
12	CA001	Housing Authority of the City & County of Sf	CA001000969
13	CA001	Housing Authority of the City & County of SF	CA001000970
14	CA001	Housing Authority of the City & County of SF	CA001000971
15	CA001	Housing Authority of the City & County of SF	CA001000972
16	CA001	Housing Authority of the City & County of Sf	CA001000973
17	CA001	Housing Authority of the City & County of SF	CA001000974
18	CA001	Housing Authority of the City & County of SF	CA001000975
19	CA001	Housing Authority of the City & County of SF	CA001000976
20	CA001	Housing Authority of the City & County of SF	CA001000977
21	CA001	Housing Authority of the City & County of SF	CA001000978
22	CA001	Housing Authority of the City & County of SF	CA001000979
23	CA001	Housing Authority of the City & County of SF	CA001000980
24	CA001	Housing Authority of the City & County of SF	CA001000981
25	CA001	Housing Authority of the City & County of SF	CA001000982

26	CA001	Housing Authority of the City & County of SF	CA001000983
27	CA001	Housing Authority of the City & County of SF	CA001000984
28	CA001	Housing Authority of the City & County of SF	CA001000985
29	CA001	Housing Authority of the City & County of SF	CA001000986
30	CA001	Housing Authority of the City & County of SF	CA001000987
31	CA001	Housing Authority of the City & County of SF	CA001000988
32	CA001	Housing Authority of the City & County of SF	CA001000989
33	CA001	Housing Authority of the City & County of SF	CA001000990
34	CA001	Housing Authority of the City & County of SF	CA001000991
35	CT001	Housing Authority of the City of Bridgeport	CT001001062
36	IL003	Peoria Housing Authority	IL003000006
37	IL003	Peoria Housing Authority	IL003000011
38	IL022	Rockford Housing Authority	IL022000010
39	IL022	Rockford Housing Authority	IL022000024
40	IL022	Rockford Housing Authority	IL022000025
41	KY006	Housing Authority of Paducah	KY006000006
42	MI001	Detroit Housing Commission	MI001000028
43	MI001	Detroit Housing Commission	MI001000029
44	MI001	Detroit Housing Commission	MI001000041
45	MI001	Detroit Housing Commission	MI001000042
46	MI001	Detroit Housing Commission	MI001000043
47	MI001	Detroit Housing Commission	MI001000051
48	MI001	Detroit Housing Commission	MI001000052
49	MI001	Detroit Housing Commission	MI001000053
50	MI001	Detroit Housing Commission	MI001000080
51	MI001	Detroit Housing Commission	MI001000082
52	MI001	Detroit Housing Commission	MI001000083
53	MI001	Detroit Housing Commission	MI001000085
54	MI001	Detroit Housing Commission	MI001000087
55	MI001	Detroit Housing Commission	MI001000089
56	NC011	Housing Authority of the City of Greensboro	NC011039145

57	NJ002	Newark Housing Authority	NJ002002018
58	NJ002	Newark Housing Authority	NJ002002020
59	NJ002	Newark Housing Authority	NJ002002021
60	NJ002	Newark Housing Authority	NJ002002022
61	NJ002	Newark Housing Authority	NJ002002023
62	NJ002	Newark Housing Authority	NJ002002083
63	NJ010	Housing Authority of the City of Camden	NJ010000020
64	NJ021	Paterson Housing Authority	NJ021000019
65	NJ025	Housing Authority of the City of Orange	NJ025000004
66	NJ025	Housing Authority of the City of Orange	NJ025000005
67	NV018	Southern Nevada Regional Housing Authority	NV018002316
68	NV018	Southern Nevada Regional Housing Authority	NV018007001
69	NV018	Southern Nevada Regional Housing Authority	NV018013002
70	NV018	Southern Nevada Regional Housing Authority	NV018013005
71	NV018	Southern Nevada Regional Housing Authority	NV018013007
72	NV018	Southern Nevada Regional Housing Authority	NV018013008
73	NV018	Southern Nevada Regional Housing Authority	NV018013009
74	NV018	Southern Nevada Regional Housing Authority	NV018013010
75	NV018	Southern Nevada Regional Housing Authority	NV018013016
76	NV018	Southern Nevada Regional Housing Authority	NV018013020
77	NV018	Southern Nevada Regional Housing Authority	NV018013021
78	NY002	Buffalo Municipal Housing Authority	NY002000045
79	NY005	New York City Housing Authority	NY005002000
80	NY009	Albany Housing Authority	NY009000016
81	NY041	Rochester Housing Authority	NY041000563
82	OH003	Cuyahoga Metropolitan Housing Authority	OH003000931
83	OH007	Akron Metropolitan Housing Authority	OH007000051
84	PA004	Allentown Housing Authority	PA004000410
85	PA004	Allentown Housing Authority	PA004000420

86	PA006	ALLEGHENY COUNTY HOUSING AUTHORITY	PA006000821
87	PA006	ALLEGHENY COUNTY HOUSING AUTHORITY	PA006000822
88	PA006	ALLEGHENY COUNTY HOUSING AUTHORITY	PA006000823
89	TN003	Knoxville's Community Development Corp.	TN003000036
90	VQ001	VIRGIN ISLANDS HOUSING AUTHORITY	VQ001000027
91	WA002	HA OF KING COUNTY	WA002000156
92	WA002	HA OF KING COUNTY	WA002000210
93	WA002	HA OF KING COUNTY	WA002000346
94	WI065	City of Appleton Housing Authority	WI065000015
95	WV001	Charleston/Kanawha Housing Authority	WV001000033